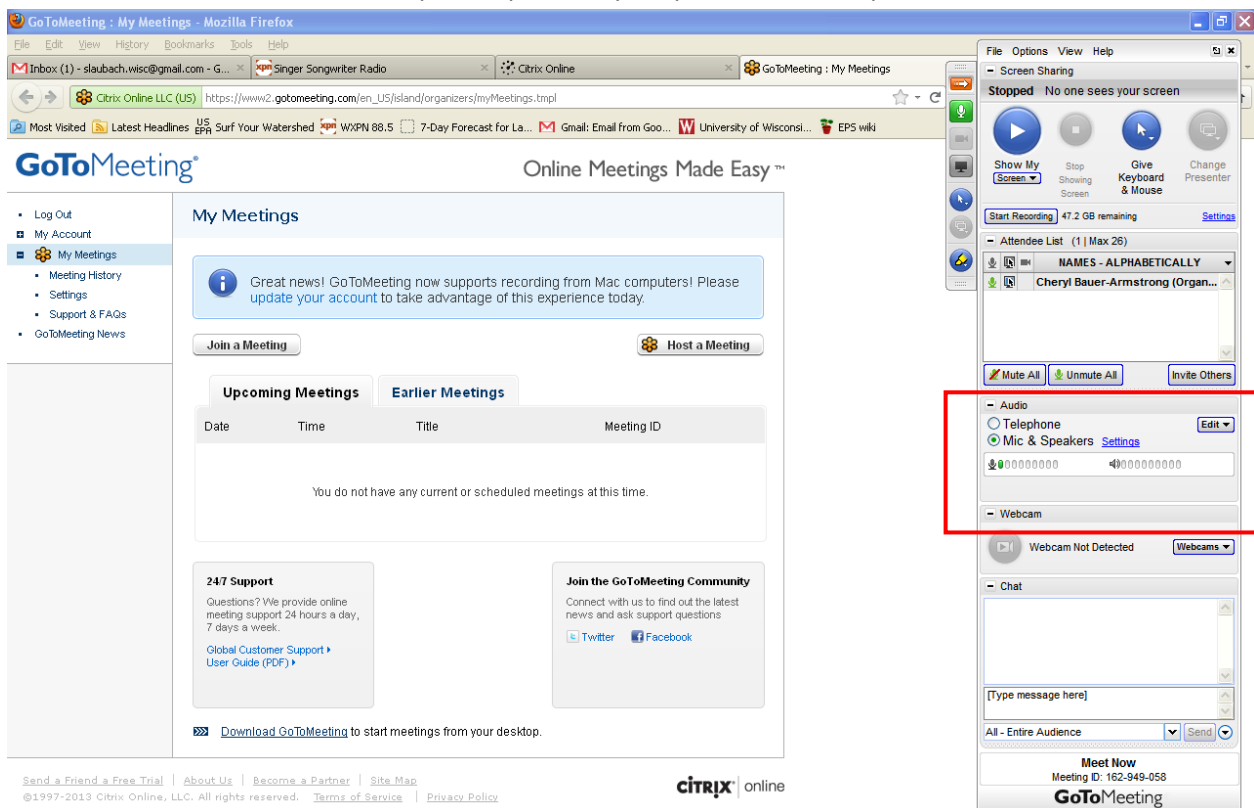




Spring 2013
Earth Partnership for Schools
Great Lakes Continuing Education Course

Instructions for joining an Earth Partnership webinar

1. 30 minutes before the webinar's designated start time, check your email for a link to JoinGoToMeeting.com and a meeting ID number, sent by Earth Partnership staff.
2. Upon typing in the web address, you will be prompted to enter the Meeting ID number.
3. Once you have done this you should see the webinar screen. Choose whether you will use the "telephone" option or the "Mic & Speakers" option (see red box below) to join the webinar. If you pick "telephone," a phone number will appear as well as a code number. Dial the phone number and then enter the code. Enable the speaker phone if your phone has this option.



4. If you choose the "Mic & Speakers" option, your computer will need to have a built-in mic and speaker (all laptop computers now have these features).
5. After the webinar leaders have confirmed you are signed in, the presenter will mute audio from other participant locations to reduce background noise. If participants are invited to join in the conversation, the presenter will unmute participants.

Questions? Feel free to contact Cheryl Bauer-Armstrong (cbauer@wisc.edu) or Steve Laubach (slaubach@wisc.edu).